

GETTING STARTED ON THE JAVA-BASED VERSION OF ENT VIR

The Java version of EntVir has some advanced features, such as the capability of online editing at any stage of entry; use of Boolean operators ‘and, or, to’; online or hard copy review of the data entry form prior to submission; and copying of all previously coded features onto a new form to facilitate entry of data on a virus that is similar to a description previously entered into the system, e.g., as would be expected in entering data on multiple isolates of the same species of virus. As with any system that provides options for the user, there is a learning curve for beginners. This documentation is intended to assist the user through the learning process. Additional HELP via email can be obtained by submitting questions to: tpiselli@atcc.org

BEFORE YOU BEGIN:

The Java version of EntVir requires the following software:

- Windows 98, Me, 2000, NT, or XP (does not work with Win95)
- Netscape (6.2 recommended) or Explorer (6.0 recommended)
- Java Plugin corresponding with the Java Runtime Environment 1.4 must be installed (free download at <http://java.sun.com/getjava/>) May be labeled early access for XP but works on all Windows OS
- Mac OS with Explorer [limited dependency (see below) warnings]

Logging In:

Either click on indicated link from the “Data Entry Tool” button on the ICTVdB Homepage

At URL: <http://www.ncbi.nlm.nih.gov/ICTVdb/>

Or

Use URL: http://www.bif.atcc.org:8080/ictvdb/ICTVDB_UserLogin.jsp

Step 1. Register as a new user

The registration screen appears as in Figures 1. & 2. below

Remember your login name and password and the fact that they are both case sensitive!

Note: If you forget your password there is an option to retrieve it via email from the system administrator

Please fill in the registration form as completely as possible. Fields with asterisks* are required. The user survey is optional, but you are encouraged to fill it out to facilitate correspondence with the database manager and system administrators.

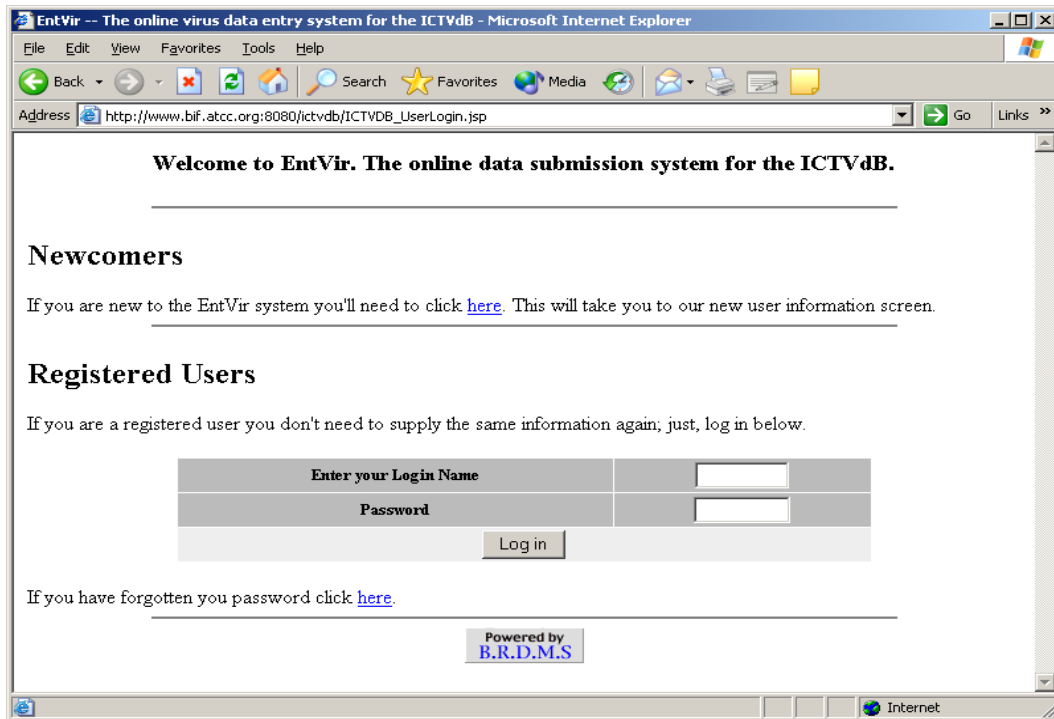


Figure 1. EntVir welcome screen

EntVir -- ICTVdB virus data entry via the WWW: Newcomer - Microsoft Internet Explorer

Address: http://www.bif.atcc.org:8080/ictvdb/ICTVDB_NewUser.html

Login Name	<input type="text"/>	Re-Enter Login Name to Verify	<input type="text"/>
Password	<input type="password"/>	Re-Enter Password to Verify	<input type="password"/>

Your password must be at least 4 characters. All fields are case sensitive.

User Profile

Fields with astericks are required. All fields are case sensitive.

Your Name	
Title*	Dr <input type="text"/>
First name*	<input type="text"/>
Middle name/Initial(s)	<input type="text"/>
Last name*	<input type="text"/>
Your Address	
Department:*	<input type="text"/>

Figure 2. User registration screen

Step 2:

Once you have registered, you will be presented with an option to create a new entry. When you have created at least one entry you will be presented with a screen illustrated in Figure 3. with a list of your active entries.

NOTE: In order to activate any of these menu items except logout, at least one of your entries must be selected by checking the appropriate box. [The 'date last edited' function is not operational at this time, so please ignore the statement 'no additional information available at this time']

Menu items are as follows:

- **CREATE** – used to create new entries or to register a new entry with the option of copying a previously coded form for use with the new entry; there is a provision for citing multiple contributors for an entry; features may be added or deleted during the 'create' process
- **DELETE** – Used to permanently delete one or more entire entries.
- **SUBMIT** – Used when ready to submit one or more entries; check appropriate boxes and click on 'submit' button. Your entry will be sent to the System Administrator and you will receive an email confirming the submission(s) NOTE: The entry will still be available for you to review and/or use as a copy for a new entry. It will only disappear if you 'delete' it.
- **REVIEW** – Used for examining an entry after entering data; previously chosen character states may be changed or deleted during review, but to access the entire list of characters, choose 'edit' button; 'Review' button will bring up entire list of options for each character that has been selected in your entry, enabling minor revisions. If you want to review what you have entered without changing any data, use the "print friendly" option which displays only those characters and states you have entered and is a more concise presentation of your data. NOTE: When using the 'print friendly' option be sure review screens have been completely loaded into your browser before clicking this option (indicated by disappearance of blue bar at bottom of browser). You may view your entry online and/or PRINT it for reviewing offline by selecting File/Print option.
- **EDIT** – Used to add or delete data from your entry; entire character list is available to make significant changes, additions, or deletions to your entry
- **LOGOUT** – Used to leave the EntVir system; all data screens that have been saved will remain in your user area for future actions. [Click on 'clear frames' to work on another entry without logging out]

IMPORTANT GENERAL STATEMENTS: When working on an entry you **MUST** click **SAVE** at the bottom of each screen if you want to **SAVE** it. If you go on to the next screen without **SAVING**, your data on the previous screen will be lost. After **SAVING**, you will be returned to the screen you have just completed. You may choose to navigate through the tree and/or go to the bottom of the screen and click 'next' or 'previous' to get to nearby screens. Click 'finish' when your session is complete. **Please note that if**



Figure 3. Opening screen for working with data on virus characteristics

Step 3. Choose the 'Create' option to register a new entry. Each entry must be registered via the 'Create' option. After registration of the new entry you will be given the option to copy the data from one of your previous entries, which is useful in cases where the new entry has many characteristics in common with a previous entry. CAUTION: If you choose to copy a previous entry be sure to check each character and state very carefully to make certain that it does apply to the new entry. If not, this character can be deleted or modified to fit the new entry. Additional characters may also be selected by navigating through the tree or working down through the screens by clicking 'next' at the bottom of each screen. NOTE: You must click SAVE if you have entered new data or changed the previously coded data on a screen. Otherwise, just click 'next' or select desired categories from the tree. During the 'create' process as you review the initial virus registration data you do not have to SAVE unless you make a change in the data. When a new entry is registered it is automatically saved.

Once you have 'created' entries you may use any of the other options on the Figure 3 screen. Make sure you check the appropriate box(es) to work on the desired entry form(s). [Checking multiple boxes only applies to the 'submit' or 'delete' options. Users will have the opportunity to confirm these operations or cancel by clicking on the 'back' arrow; other options must be performed on one

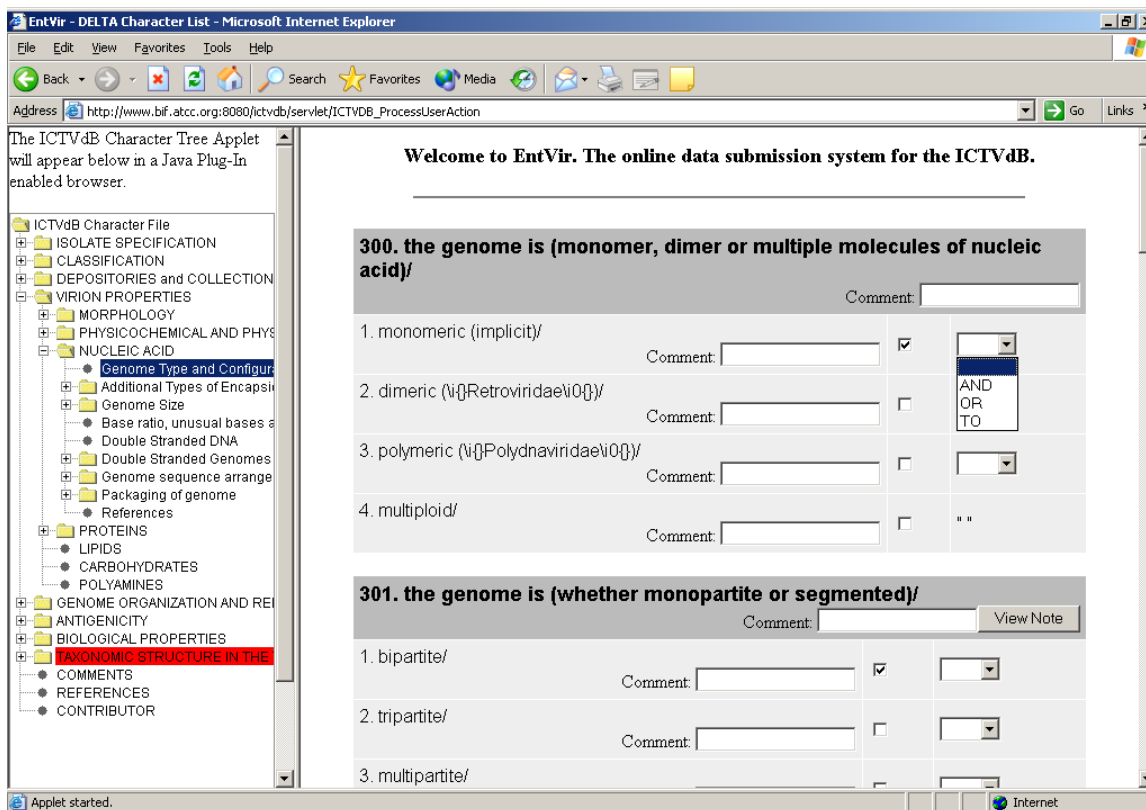


Figure 5. Typical data entry screen

Figure 5. illustrates a data entry screen

The hierarchical tree of character choices is on the left of the split screen. Navigate through this tree by clicking on the desired level to get to subcategories within that level (all categories preceded by a + have subcategories contained within)

Data are entered on the right side of the screen. Note the comment box in which free text comments may be entered; drop down box for Boolean operators 'and, or, to' (for selecting a range of states without checking each box); the 'view notes' and 'view images' boxes are for statements and images inserted by the Database Manager that clarify what is meant by the character statement.

Users select and check appropriate box(es) for multistate answers and type in text or numbers for textual or numeric answers

NOTE: All characters are automatically coded for dependencies by the system. As you proceed with your entry you will see red highlighting of the tree and/or a red warning statement for a particular character. This indicates that the choice is probably inappropriate based on a previous character state you have selected, e.g., human and animal disease states for a bacterial virus. However, you may override these warnings and enter data in these categories if your virus has unusual characteristics